

MASTER PLAN SYSTEM (MPS)

Version 1.0

USER AND OPERATIONS GUIDE

Headquarters Information Technology Support Services (HITSS) Task Order

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Revision Notice

All revisions of this document are listed in chronological order.

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1.0 INTRODUCTION

This document provides procedural instructions for users of the Master Plan System (MPS), v1.0. It is identified as the MPS, v1.0, *User and Operations Guide* (UOG).

1.1 BACKGROUND

MPS is a web-based Internet application used to compile and track information related to NASA-owned real properties. It serves primarily as a presentation tool that enables facility development managers within the NASA community to review the current Master Plans for the various NASA Centers and their affiliated facilities.

1.2 ACCESS TO MPS

A user logs into MPS one time for each session. From this login, the user has Administrator-defined access to modules and business functions.

Levels of access to MPS functions are determined by user role. General users have read-only privileges; they can view all screens, but they cannot add, edit, or delete data. Center Master Planners have Center-specific privileges; they can enter and edit data for their Center or facility, but they have read-only privileges for Agency-level data. The Application Administrator manages user accounts, creates reports, and can enter and edit data at all levels. MPS role functions are shown on the table below.

Action	Application Administrator	Center Master Planner	General User
Read	X	X	Χ
Add/edit Center Page intro text	X	X	
Add/edit Center Capability data	X	X	
Add/edit Center Opportunity data	X	Χ	
Add/edit Center Constraint data	X	X	
Add/edit Center Current Program data	X	X	
Add/edit Center Master Plan and ADP	Х	Х	
data			
Add/edit Project data	X	X	
Add/edit CIPP data	X	X	
Manage missions/programs	X		
Create Fund Source	X		
Create Categories	X		
Set System Fiscal Year	X		
Manage Center Portfolios	Х		
Maintain Map Page	Х		
Create System Access Reports	Х		
Create and manage User Accounts	X		

Master Planners at the NASA Centers enter data into MPS that is related to the Capital Improvement Program Plans (CIPPs) and Area Development Plans (ADPs) for their Center/facility. This data is used to assess and plan for each facility's needs in terms of transition, renewal, and sustainment of the NASA programs in which they participate.

Note: At the time this UOG was developed, MPS was in the final stages of development and was not populated with actual data. Thus the screen shots throughout the document reflect this incomplete, "dummy" data.

2.0 GENERAL USERS

General users have read-only privileges in MPS; they cannot enter or edit data.

2.1 LOGIN

Prior to logging in, users must have a user account set up by the MPS Application Administrator. All users login to MPS via the internet at https://nrpi.hq.nasa.gov/mps. The MPS login page is shown below.

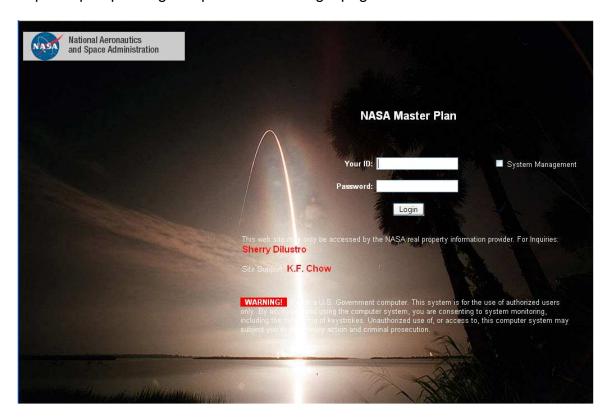


Figure 1. MPS Login

On the MPS login page the user:

1. Enters the username assigned by the Application Administrator in the Your ID field.

- 2. Enters the initial password assigned by the Application Administrator in the Password field.
- 3. Clicks the Login button.

At the first login, the user is prompted to create a new password. The password must be at least 12 characters long and contain at least one character from each of the following four sets of characters:

Lower case: abcdefghijklmnopqrstuvwxyz

Upper case: ABCDEFGHIJKLMNOPQRSTUVWXYZ

Number: 1234567890

Special character: !@#\$%^&*()

Note: Center Master Planners and Application Administrators must check the System Management checkbox on the MPS main page or they will be logged in as general users, with read-only privileges.

2.2NASA PORTFOLIO

The application opens on the NASA Portfolio page, as shown below. The MPS Home Page allows the user to navigate to several application functions. The Home Page provides access to the following functions and modules:

- Center Portfolio
- Current Programs (NASA)
- CIPP (NASA)
- Projects (NASA)
- RPI Summary (NASA)
- Sign Off

Links to the Major Facility Inventory application and Inside Headquarters are also provided.



Figure 2. NASA Portfolio Page

Clicking on a Center on the map takes the user to an information page for the Center with Center-specific information related to capabilities, opportunities, and constraints, as described in Section 2.7.

2.3 CENTER PORTFOLIO

Clicking the Center Portfolio menu option displays the list of Centers and facilities represented in MPS:

- ARC
- DFRC
- GRC
- GSFC
- JPL
- JSC
- KSC
- LaRC
- MAF
- MSFC
- SSC
- WFF

WSTF

2.3.1 Center Information

The Information menu option for each Center/facility displays Center-specific information broken down by capabilities, opportunities, and constraints, as entered by the Center's Master Planner. The page opens with summary-level descriptions for each of these categories. Clicking the buttons (Capabilities, Opportunities, and Constraints) changes the view to show more detail for each description. Figure 3 shows an example of the summary-level (unexpanded) information for these categories.



OPPORTUNITIES

that flew on the lost Mars Polar Lander.

NASA Ames Science Institute Dedication Ceremony11

MOFFETT FIELD, Calif.
News media are invited to interview key NASA officials and attend a dedication ceremony for the new NASA Lunar Science Institute at NASA Ames Research Center on Friday, April 11, 2008.

NASA Ames Science Institute Dedication Ceremony

MOFFETT FIELD, Calif.
News media are invited to interview key NASA officials and attend a dedication ceremony for the new NASA Lunar Science Institute at NASA Ames Research Center on Friday, April 11, 2008.

CONSTRAINTS

NASA's Ames Conducts Wind Tunnel Tests of Orion Abort System

Engineers at NASA as Ames Research Center, Moffett Field, Calif., conducted wind tunnel tests of the Alternate Launch Abort System (ALAS) for the Orion spacecraft that will launch atop the Ares I launch vehicles.m.

Figure 3. Center Information Page

2.3.2 Center Current Programs

The Current Programs button displays a general statement regarding the Center's current programs. Beneath the general statement, the programs in which the Center is currently participating, are listed, broken down by mission. Clicking a mission or a program displays additional information. General information regarding the programs is entered into the application by the Application

Administrator; Center-specific information is entered by the Center Master Planners.

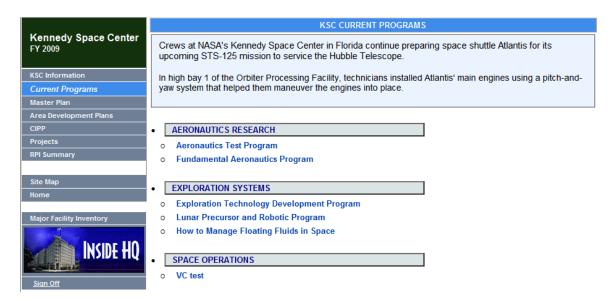


Figure 4. Center Current Programs

Clicking a mission or a program displays additional information. General information regarding the programs is entered into the application by the Application Administrator; Center-specific information is entered by the Center Master Planners.

2.3.3 Center Master Plan

The Master Plan menu option displays the Center's Master Plan and any associated images, as uploaded by the Center's Master Planner. Supplemental information that the Master Planner has chosen to display may also be shown.

2.3.4 Center Area Development Plans

Area development plans (ADPs) represent portions of the Master Plan developed in greater detail. A Center's Master Plan may (or may not) have associated Area Development Plans (ADPs). If a Center's Master Plan has ADPs, these are displayed in a list when the Area Development Plan menu option is selected. Clicking on a list item displays the ADP and any associated images that have been uploaded by the Center Master Planner.

A sample list of Center ADPs is shown in Figure 5.



Figure 5. Sample List of Center ADPs

Clicking on an ADP displays the Capital Improvement Program Plan (CIPP) for the ADP. An example of an ADP CIPP is shown in Figure 6 below.

KSC AREA DEVELOPMENT PLAN - Public outreach program furnishes t... CAPITAL IMPROVEMENT PROJECT PLANS (CIPP) TOTAL \$M FY 2014 FY 2015 FY 2011 FY 2012 FY 2013 KSC Total 213,850 224,150 234,450 244,750 255,050 265,350 219,626 203,550 CIPP BY CATEGORY \$M FY 2011 FY 2012 FY 2013 FY 2014 FY 2015 Category RENEWAL 67,000 61,000 61,000 61,000 61,000 61,000 61,000 61,000 SUSTAINMENT 88,376 72,800 73,100 73,700 74,000 74,300 74,600 73,400 TRANSITION 64,250 69,750 79,750 89,750 99,750 109,750 119,750 129,750 CIPP BY FUND SOURCE \$M FY FY FY FY FY Fund Source 2011 2012 2013 2014 2015 **ENGINEERING** 100,000 110,500 100,000 100,000 100,000 100,000 100,000 100,000 FS 1 89,250 93,250 103,250 113,250 123,250 133,250 143,250 153,250 TITAN MISSILE FUND 19,876 10,300 10,600 10,900 11,200 11,500 11,800 12,100

FY2011 PROJECT FUNDING BY CATEGORY & FUND SOURCE \$K

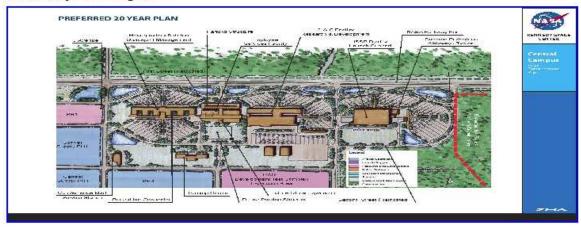
Category	Fund Source	FY 2011
RENEWAL	Engineering	258
RENEWAL	Engineering	125,250
RENEWAL	FS 1	120,000
SUSTAINMENT	Engineering	71,500
TRANSITION	Engineering	315,000
Total		632,008

PROJECTS APPROVED FOR FY2011 FUNDING

- o Cloud-Aerosol Lidar and Infrared Pathfinder Satellite Observation
- o This is a test
- o Increditble things

SUPPLEMENTAL AREA DEVELOPMENT PLAN INFORMATION

Secondary Plan Images

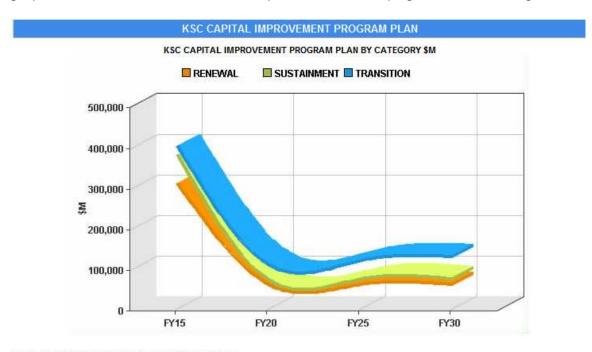


CAPE CANAVERAL, Fla. -- NASA will hold a briefing at 11 a.m. EDT, Friday, May 30, to discuss new opportunities to use the International Space Station's unique research environment. The briefing will originate from NASA's Kennedy Space Center and be broadcast live on NASA Television.

Figure 6. ADP CIPP Example

2.3.5 Center Capital Improvement Program Plan (CIPP)

The Center CIPP screen shows the Center CIPP total (in millions of dollars), in graphical and tabular format. A sample Center CIPP page is shown in Figure 7.



CAPITAL IMPROVEM	ENT PROGRAM PLA	N TOTAL SM		
	FY 2015	FY 2020	FY 2025	FY 2030
KSC Total	1,095,626	244,750	255,050	265,350

CAPITAL IMPROVEMENT PROGRAM PLAN TOTAL BY CATEGORY \$M

Category	FY 2015	FY 2020	FY 2025	FY 2030
RENEWAL	311,000	61,000	61,000	61,000
SUSTAINMENT	381,376	74,000	74,300	74,600
TRANSITION	403,250	109,750	119,750	129,750

CAPITAL IMPROVEMENT PROGRAM PLAN TOTAL BY FUND SOURCE \$M

Fund Source	FY 2015	FY 2020	FY 2025	FY 2030
ENGINEERING	510,500	100,000	100,000	100,000
FS 1	522,250	133,250	143,250	153,250
TITAN MISSILE FUND	62,876	11,500	11,800	12,100

CIPP BY AREA DEVELOPMENT PLAN

- o Public outreach program furnishes these drawing of future plan.
- o Horizontal launch system.
- o Payload processing area's 10 plan. This reflects the future look.
- o NASA Spacecraft Ready To Explore Outer Solar System

Figure 7. Sample Center CIPP

The graphic image at the top shows the Center's total CIPP by category (in \$M). The table directly below the image also shows the Center's total 20-year CIPP (also in \$M). Clicking on the Center (KSC shown in example) Total row expands the row to show a yearly breakdown for the first five years. A similar expansion can be shown for each category (Renewal, Sustainment, Transition) on the CIPP Total by Category table and for each fund source on the CIPP Total by Fund Source table.

The lower portion of the screen lists the Center's ADPs; clicking on any of these ADPs displays a screen similar to the one shown in Figure 7 that is specific to the ADP.

2.3.6 Center Projects

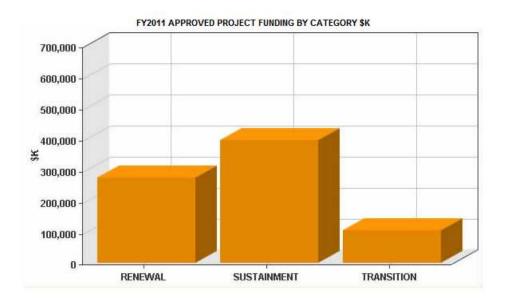
Clicking the Projects menu option displays the Center's approved project funding by category (\$K) in graphic form and provides links to projects broken down by the ADP with which they are associated.



Figure 8. Center Projects

Clicking on an ADP at the bottom of the screen displays the total project funding (same graphic as shown at the top of Figure 8) as well as funding for the specific ADP in graphic and tabular format (Figure 9). Links to the individual projects display a summary of the project, its status and completion date, and project funding broken down by category and fund source in tabular form (Figure 10).





FY2011 A	APPROVED PROJECT FUNDI	NG BY FUND SOURCE \$1	
Fund Source		FY 2011	
Total		781,750	
ENGINEERING		227,000	
FS1		554,750	

PROJECTS:

- o Extreme Ultraviolet Explorer
- o Galaxy Evolution Explorer

Figure 9. ADP Project Funding

KSC PROJECT: Extreme Ultraviolet Explorer

PROJECT

Extreme Ultraviolet Explorer

"The Extreme Ultraviolet Explorer (EUVE) is a NASA-funded astronomy mission operating in the relatively unexplored extreme ultraviolet (70-760 Å) band. The science payload, which has been designed and built at the Space Sciences Laboratory at the University of California, Berkeley, under the direction of Dr. Roger F. Malina, consists of three grazing incidence scanning telescopes and an extreme ultraviolet (EUV) spectrometer/deep survey instrument. The science payload is attached to a Multi-Mission Modular spacecraft."

STATUS: Approved For FY2011 Funding

COMPLETION DATE: 2014

FY2011 PROJECT FUNDING BY CATEGORY & FUND SOURCE \$K

Category	Fund Source	FY 2011
SUSTAINMENT	FS 1	96,000
TRANSITION	FS 1	107,500
Total		203,500

AREA DEVELOPMENT PLAN Horizontal launch system.

Project List

Figure 10. Individual Project Funding

Clicking the Project List button on this screen returns to the Center Project screen, as shown in Figure 8 above.

2.3.7 Center RPI Summary

The RPI Summary option on the Center menu bar displays information pulled from the NASA Real Property Inventory application database to show current real property inventory data in both ledger and summary report format for the Center.

When the Ledger Report is displayed clicking Summary Report displays the Summary Report view; likewise, when the Center Summary Report is displayed, clicking the Ledger Report button displays the Ledger Report.

The Center RPI Summary report is generated in real time; therefore, the numerical values in the reports change daily, as Center users update data in RPI.

KSC REAL PROPERTY INVENTORY INFORMATION

Using the space station's robotic arm, Mission Specialists Akihiko Hoshide and Karen Nyberg slowly and carefully maneuvered the 32,500-pound Japanese Pressurized Module out of Discovery's payload bay. More than two hours later, as Earth rolled by below, Hoshide installed it on the left side of the station's Harmony node.

Ledger Report	Summary Report
---------------	----------------

KSC REAL PROPERTY INVENTORY LEDGER REPORT (\$)							
Ledger Account		Facilities	2009 CRV (20 Cities Average)	FY2008 O&M Costs		EVOCOS DAS	
				Operating	Maintenance	FY2008 DM	
Building	1730.0100	430	2,859,390,064	13,338,558	36,776,382	349,594,156	
Other Structures & Facilities	1740.0100	412	2,367,548,907	9,428,871	25,878,973	122,178,358	

^{*} Land is not included in this report.

Figure 11. Center RPI Summary

2.4 NASA CURRENT PROGRAMS

Clicking the Current Programs option on the Main Menu bar displays an overview of current NASA programs for each Mission: Aeronautics, Exploration, Science, and Space Operations. The Current Programs screen is shown below.

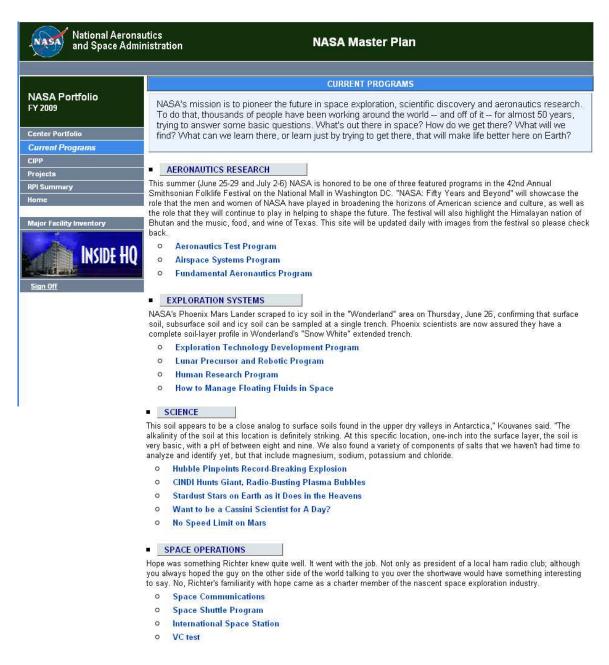


Figure 12. NASA Current Programs

The Current Programs page offers a link to each Mission and its programs. Clicking a Mission link displays the detail information for each of the Mission's programs. Clicking the program link displays the details for that program.

2.5 NASA CIPP

The NASA CIPP page displays the NASA Capital Improvement Program Plan data for all Centers in graphic and tabular form, broken down by category and fund source. The CIPP page is shown below.



Figure 13. NASA CIPP Screen

The tables show the CIPP total by Center, category, and fund source. Clicking on a row within any of the tables expands the table to include annual data for the next 5-year period. The expanded view of the rows in the Category table includes the

information broken down by Fund Source, and the expanded view of the Fund Source tables includes the information broken down by Category. The screen shot below shows expanded rows from the tables seen above.



Figure 14. CIPP Expanded Tables

2.6 NASA PROJECTS

The NASA Projects page displays the NASA Centers' projects approved for funding for the given Fiscal Year by category in graphic form, by fund source in tabular form, and by Center in tabular form, as shown in the screen shot below.



Figure 15. NASA Projects

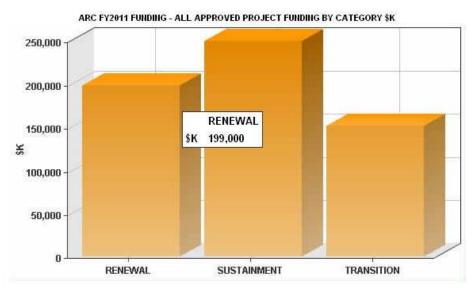
Clicking a fund source on the Fund Source table expands the information shown broken down by category (renewal, sustainment, transition), as shown below.

	Fund Source	FY2011		
Total		2,325,750		
ENGINE	ERING	1,284,250		
Cate	gory	FY 2011		
RENEWAL		466,750		
SUSTAINMENT		335,250		
TRANSITION		482,250		
FS 1		1,041,500		

Figure 16. NASA Approved Project Funding Table

Clicking a Center on the Center Project Summary table displays approved project funding for the Center by category in graphic format, as shown below for ARC.





APPROVED PROJECT LIST BY AREA DEVELOPMENT PLAN

- Taken with the Ikhana Aircraft of the California Wildfires
 PROJECTS:
 - NASA Ames-Developed Software Launches with Space Shuttle
 - NASA CoLab to Host Discussion of Search for Extraterrestrials

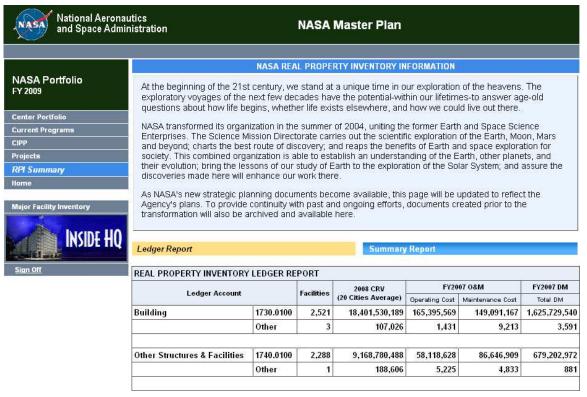
Return

Figure 17. Center Project Funding by Category Graph

Links to an approved project list, by area development plan, and to the individual projects are provided. Clicking the Return button takes the user to the previous page.

2.7 NASA RPI SUMMARY

The RPI Summary option on the main menu bar displays information pulled from the NASA Real Property Inventory application database to show current real property inventory data in both ledger and summary report format at the Agency level. When the Ledger Report is displayed clicking Summary Report displays the Summary Report view; likewise, when the Center Summary Report is displayed, clicking the Ledger Report button displays the Ledger Report.



^{*} Land is not included in this report.

Figure 18. Current NASA RPI Ledger and Summary Reports

The NASA RPI Summary Report is generated in real time; therefore, the numerical values in the reports change daily, as Center users update data in RPI.

2.8 CENTER PORTFOLIOS

The NASA Portfolio page has links to the individual Centers and facilities via the Center Portfolio option on the menu bar on the left side of the screen or via the map. Clicking the Center Portfolio option expands the menu to show all the Centers/facilities. Clicking on a Center/facility name on the menu or clicking on a red dot takes the user to the Portfolio page for the corresponding Center/facility.

The Center Portfolio page shows information related to the capabilities, opportunities, and constraints for the Center or facility. The menu bar on the left takes users to the Current Programs, Master Plan, Area Development Plans, CIPP, Projects, and RPI Summary for the selected Center/facility. All screens are readonly for general users. Center Master Planners enter and edit information for their Centers/facilities (see Section 3). The design and functionality of the Center portfolio screens are the same for all Centers/facilities throughout the application.

ARC is used in this document as a representative example. The ARC Center Portfolio page is shown below.



When Comet Kiess' dust trail briefly encounters Earth in the dark, early morning hours of Sept. 1, 2007, astronomers predict that an extremely rare Aurigid meteor shower will result. Meteor showers happen when comet dust streaks into

To help document the uncommon event, researchers hope the public will submit digital photos and camcorder movies of the shower's "shooting stars" to a team of scientists from NASA and other organizations.

Phoenix Mars Scout (includes NASA Ames partnership)

The Phoenix mission is the first chosen for NASA's Scout program, an initiative for smaller, lower-cost, competed spacecraft. Named for the resilient mythological bird, Phoenix uses a lander that was intended for use by 2001's Mars Surveyor lander prior to its cancellation. It also carries a complex suite of instruments that are improved variations of those that flew on the lost Mars Polar Lander.

OPPORTUNITIES

NASA Ames to Host Lunar Science Institute Dedication Ceremony

MOFFETT FIELD, Calif. 🖫 News media are invited to interview key NASA officials and attend a dedication ceremony for the new NASA Lunar Science Institute at NASA Ames Research Center on Friday, April 11, 2008.

The NASA Lunar Science Institute is modeled after the successful NASA Astrobiology Institute, also managed by Ames, and features teams of scientists across the country collaborating in lunar science and future lunar exploration

NASA Ames Co-Hosts Yuri's Night Bay Area 2008 Celebration

Yuri S Night Bay Area 2008 (YNBA 2008) will bring together scientists, engineers, artists, musicians and an expected 8,000 guests at NASA S Ames Research Center on April 12 for a multimedia celebration of space exploration and NASA s 50th anniversary year.

CONSTRAINTS

NASA S Ames Conducts Wind Tunnel Tests of Orion Abort System

Engineers at NASA 🖫 s Ames Research Center, Moffett Field, Calif., conducted wind tunnel tests of the Alternate Launch Abort System (ALAS) for the Orion spacecraft that will launch atop the Ares I launch vehicles.m.

Figure 19. ARC Center Portfolio Sample

3.0 CENTER MASTER PLANNERS

Center Master Planners enter and maintain information for their Centers and facilities in the Center Portfolio sections of the application. They log in to the application via an account set up by the Application Administrator and check the System Management box, shown in Section 2.1.

3.1 CENTER PORTFOLIO PAGE

Each Center has a Portfolio page containing text and image(s) maintained by the Center's Master Planner. Master Planners' privileges are Center-specific, each having the ability to enter and edit data for his or her Center or facility only. The opening page for the ARC Master Planner is shown below.



Figure 20. Center Portfolio Page Management

The Center (ARC) portfolio page introduction text and image are managed on this screen. Master Planners can determine which version of the Center's introduction text is active (only one version can be active at a time; all others are archived), create a new version, determine which image should be used, or add a new image.

Buttons:

Add New Version: Add a new version of the Center's introduction text **Front Page Image Management:** Select an image to be displayed with the

introduction text

Upload Image: Add a new image

Active/Archived: Select the introduction text to be displayed on the Center Portfolio page.

3.2 CENTER CAPABILITY PAGE

Center capabilities are managed on the Center Capability screen shown below. A Center can have as many capability statements as appropriate; and each statement can be in one of three states: Active, Working, or Archived. The screen has three functional buttons:



Figure 21. Center Capability Management

- **Active Version:** Displays the full content of the currently active versions of the Center's capabilities. Content cannot be edited on this screen.
- **Working Version:** Displays all working versions of the Center's capabilities. On this screen capability statements can be added, modified, activated, or removed (archived). In addition, the display order of the capability statements can be changed.
- **Archived Version:** Displays capability statements that have been removed from active or working status. Capability statements cannot be modified while they are archived, but they can be returned to Active status, if desired, and modified on the Active Version or Working Version screen.

3.3 CENTER OPPORTUNITY PAGE

Center opportunities are managed on the Center Opportunity screen shown below. A Center can have as many opportunity statements as appropriate; and each statement can be in one of three states: Active, Working, or Archived. The screen has three functional buttons:

- **Active Version:** Displays the full content of the currently active versions of the Center's opportunities. Content cannot be edited on this screen.
- **Working Version:** Displays all working versions of the Center's opportunities. On this screen opportunity statements can be added, modified, activated, or removed (archived). In addition, the display order of the opportunity statements can be changed.
- **Archived Version:** Displays opportunity statements that have been removed from active or working status. Opportunity statements cannot be modified while they are archived, but they can be returned to Active status, if desired, and modified on the Active Version or Working Version screen.



Figure 22. Center Opportunity Management

3.4 CENTER CONSTRAINT PAGE

Center constraints are managed on the Center Constraints screen shown below. A Center can have as many constraint statements as appropriate; and each statement can be in one of three states: Active, Working, or Archived. The screen has three functional buttons:

Active Version: Displays the full content of the currently active versions of the Center's constraints. Content cannot be edited on this screen.

Working Version: Displays all working versions of the Center's constraints. On this screen constraint statements can be added, modified, activated, or removed (archived). In addition, the display order of the constraint statements can be changed.

Archived Version: Displays opportunity statements that have been removed from active or working status. Constraint statements cannot be modified while they are archived, but they can be returned to Active status, if desired, and modified on the Active Version or Working Version screen.



Figure 23. Center Constraint Management

3.5 CENTER CURRENT PROGRAMS PAGE

A Center's current programs are managed on the Current Programs page. Programs are organized by Mission. Not all Centers have programs under all missions. Missions under which a Center has current programs are shown on the darker gray lines, and those for which a Center does not have current programs are lighter gray. Clicking any line that has a + symbol, opens the program page for that mission.



Figure 24. Center Current Programs Management

Programs can be added, modified, archived, and permanently removed on the program page, as shown below.

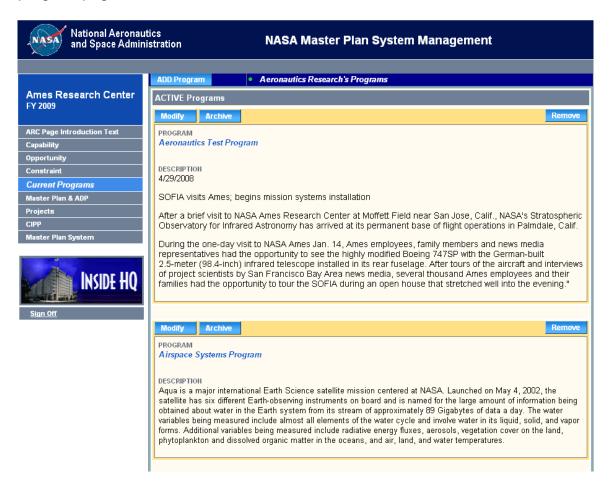


Figure 25. Add Program Screen

3.6 CENTER MASTER PLAN AND AREA DATA PLAN

The Center Master Plan and Area Data Plan management screens are accessed through the screen shown below, which displays when the Master Plan and ADP menu option is selected:



Figure 26. Center Master Plan and ADP Management

3.6.1 Center Master Plan

Clicking on Master Plan on the Master Plan and ADP management page opens the Center's Master Plan management screen, as shown below.



Figure 27. Master Plan Management Screen

Buttons

Add Master Plan: To add a new Master Plan (becomes a working version until activated)

Image Management: Select a previously uploaded image to be displayed with the Master Plan

Upload Image: Upload a new image

View Format: Select a view format for the Master Plan

Page: The Master Plan and its supplemental information are displayed on separate pages, accessible by a link.

Continuous: The Master Plan and its supplemental information are displayed on a single page.

Active Version: Displays the full content of the currently active version of the Center's Master Plan. Content cannot be edited on this screen.

Working Version: Displays all working versions of the Center's Master Plan. On this screen versions of the Master Plan can be added, modified, activated, or removed (archived). In addition, the display order of the constraint statements can be changed.

Archived Version: Displays Master Plans that have been removed from active or working status. Master Plans cannot be modified while they are archived, but they can be returned to Active status, if desired, and modified on the Active Version or Working Version screen.

An example of the active version of a Master Plan is shown below.

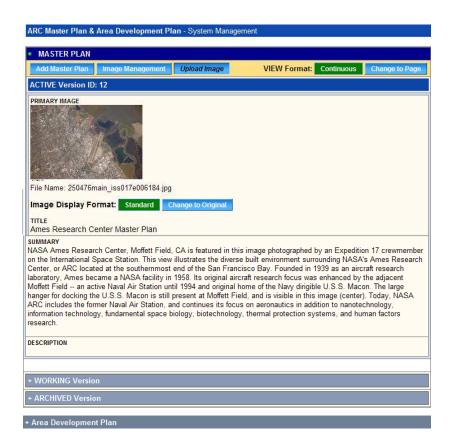


Figure 28. Center Master Plan Sample

Standard: Displays the image in a system-managed size. **Change to Original:** Displays the image in its original size.

Note dynamic button format: When image is in original format, buttons read Original and Change to Standard; when image is in standard format, buttons read Standard and Change to Original.

Because in this instance there is not more than one version of the Master Plan, the Deactivate and Reset Order buttons do not appear. When there is more than one version of a Master Plan or ADP plan, the active version page includes a Deactivate button and a Reset Order button. Clicking the Deactivate button changes the version status to Archived. Clicking the Reset Order button opens a screen on which the order of the versions can be changed.

3.6.2 Center Area Development Plan

Clicking on Area Development Plan on the Master Plan and ADP management page opens the Center's Area Development Plan management screen, shown below:

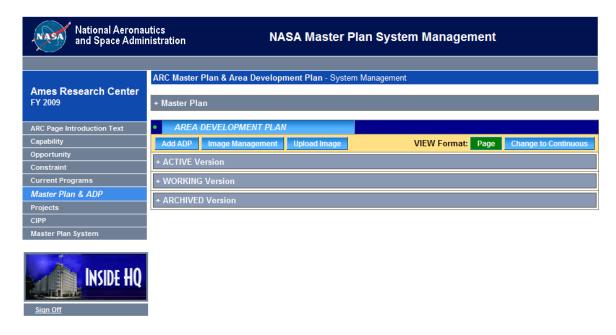


Figure 29. Center Area Development Plan Screen

Buttons

Add ADP: To add a new ADP (becomes a working version until activated)

Image Management: Select a previously uploaded image to be displayed with the

ADP

Upload Image: Upload a new image

View Format: Select a view format for the ADP

Page: The ADP and its supplemental information are displayed on separate

pages, accessible by a link.

Continuous: The ADP and its supplemental information are displayed on a single

page.

Active Version: Displays the full content of the currently active version of the Center's ADP. Content cannot be edited on this screen.

Working Version: Displays all working versions of the Center's ADP. On this screen versions of the ADP can be added, modified, activated, or removed (archived). In addition, the display order of the constraint statements can be changed.

Archived Version: Displays ADPs that have been removed from active or working status. ADPs cannot be modified while they are archived, but they can be returned to Active status, if desired, and modified on the Active Version or Working Version screen.

An example of the active version of an ADP is shown below.

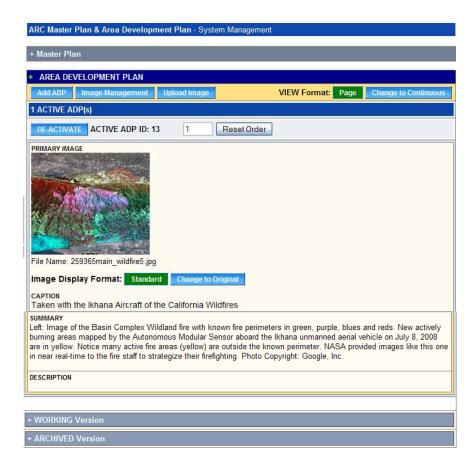


Figure 30. Area Development Plan Sample

Buttons:

Deactivate: Changes the version status to Archived.

Reset Order: Opens a screen on which the order of the versions can be changed.

Standard: Displays the image in a system-managed size. **Change to Original:** Displays the image in its original size.

Note dynamic button format: When image is in original format, buttons read Original and Change to Standard; when image is in standard format, buttons read Standard and Change to Original.

3.7 CENTER PROJECTS

When the Projects menu option is selected, the Center's Approved Projects management screen displays, as shown below.



Figure 31. Center Project Management Page

3.7.1 Add Project

The Add Project button displays the Add Project screen (see Figure 32 below).

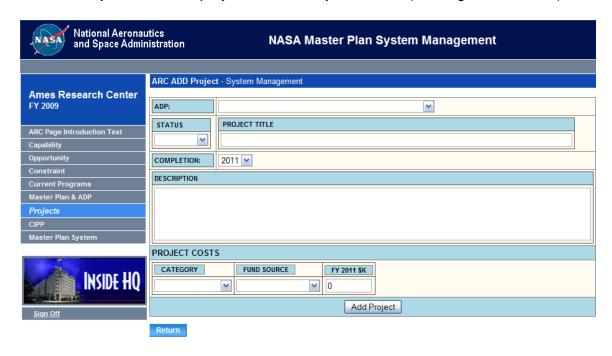


Figure 32. Add Center Project Screen

Fields:

ADP: Select the ADP from the drop-down list (required)

MPS, v1.0, User and Operations Guide

Status: Select the status from the drop-down list (Proposed/Approved)

Project Title: Enter a title for the new project **Completion:** Select the completion year **Description:** Enter a description of the project

Category: Select the funding category from the drop-down list

(Renewal/Sustainment/Transition)

Fund Source: Select the fund source from the drop-down list

FY \$K: Enter the funding in \$K for the given fiscal year

Add Project: Save the data and return to the project management screen, where

the new project appears in the project list.

Return: Return to the project management page without saving the data.

3.7.2 Update Project

The Update Project screen is shown below:

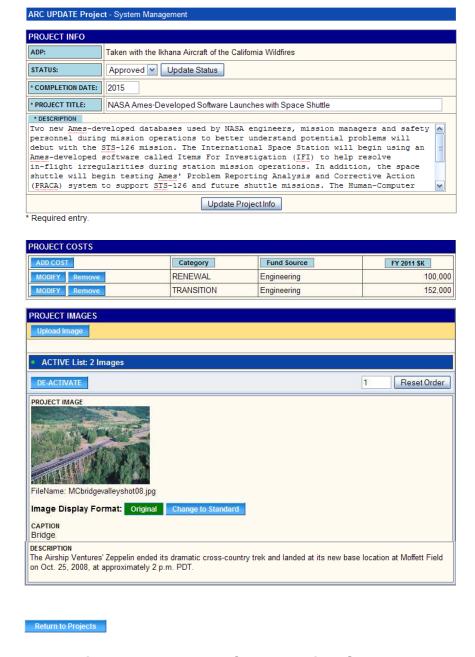


Figure 33. Update Center Project Screen

The Update Project screen has three main sections: Project Information, Project Costs, and Project Images. These sections are described separately in the sections that follow.

3.7.2.1 Project Information

The Project Information portion of the Project Update is shown below.

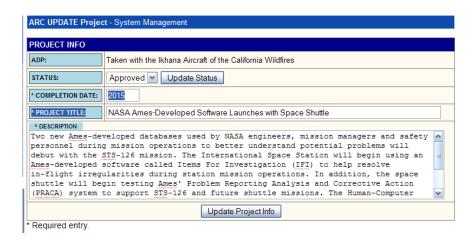


Figure 34. Update Project Information

Fields (*=Required entry):

ADP: Prepopulated with the ADP and cannot be modified

Status: Select the status from the drop-down list (Proposed/Approved/Delete)

*Completion Date: Select the completion year *Project Title: Modify the project title as desired

*Description: Modify the project description as desired

Buttons:

Update Status: Save the selected status (Note: Projects cannot be deleted by Center Master Planners. Only the Application Administrator can delete a

Update Project Info: Click to save the data

3.7.2.2 Project Cost

The Project Costs portion of the Update Project screen is shown below:

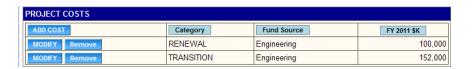


Figure 35. Update Project Costs

Add Cost: Add a new project cost (select Category, Fund Source, and add FY/\$K)

Modify: Modify the current project cost Category, Fund Source, or FY/\$K

Remove: Permanently remove a cost

3.7.2.3 Project Image

The Project Image portion of the Update Project screen is shown below.

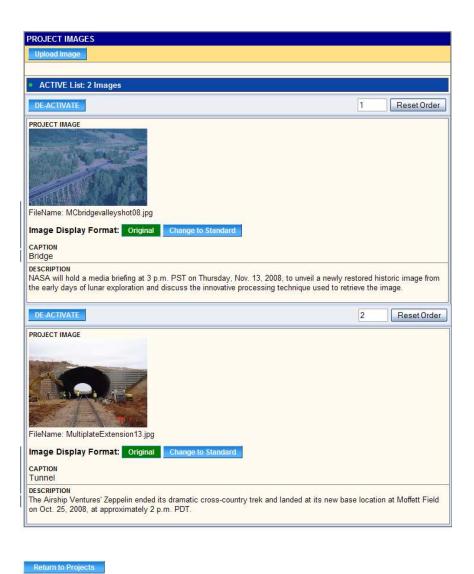


Figure 36. Update Project Image

Upload Image: Upload a new image for the project **Deactivate:** Changes the image status to Archived

Reset Order: Opens a screen on which the order of the images can be changed.

Original: Displays the image in its original size

Change to Standard: Displays the image in a system-managed size

Note dynamic button format: When image is in original format, buttons read Original and Change to Standard; when image is in standard format, buttons read Standard and Change to Original.

3.8 CENTER CIPP

Center Capital Improvement Program Plans are associated with the Center's ADPs.



Figure 37. Center CIPP Management

3.8.1 Add CIPP

On the Center Add CIPP screen, the Center Master Planner selects the ADP with which the new CIPP is associated, selects the category and fund source, and enters projected costs for each fiscal year.

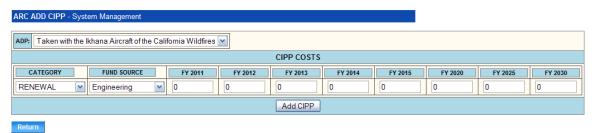


Figure 38. Add Center CIPP

3.8.2 Upload CIPP Data

Note: The system assumes that the CIPP data in the data file to be uploaded is replacement data for what is currently stored in the system. This means that uploaded data will overwrite prior data without saving a copy.

The user browses for the CIPP data file to upload; when the appropriate file is selected, press the Upload Now button.

The CIPP data file specifications are:

- 1. The data file to be uploaded is a text file
- 2. Each set of CIPP data is laid out in rows
- 3. Each row has 12 fields separated by a "," (comma) with the quotes, with each data field laid out below:
 - ADP ID

- Category ID
- Fund Source ID
- Yr 1 Cost
- Yr 2 Cost
- Yr 3 Cost
- Yr 4 Cost
- Yr 5 Cost
- Yr 10 Cost
- Yr 15 Cost
- Yr 20 Cost
- 4. ADP ID, Category ID, and Fund Source ID are required fields. The expected possible values are listed below.*
- 5. Duplicate ADP ID/Category ID/Fund Source ID records in data file will cause the upload to abort.

*These expected values are entered by the Application Administrator in the application administration module of MPS (see Sections 4.2, 4.3, and 4.4).

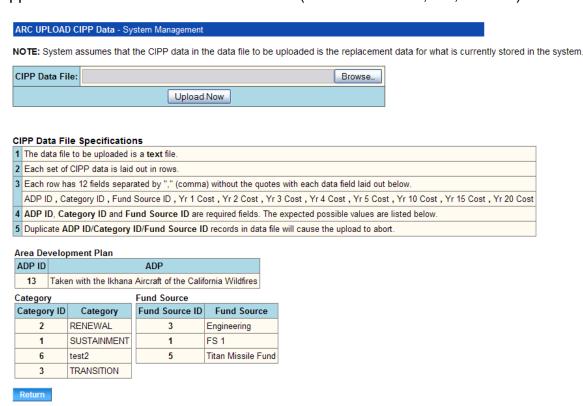


Figure 39. Upload Center CIPP Data

3.8.3 Update CIPP

The update CIPP (at the Center level) screen is shown below. The ADP with which the CIPP is associated is shown at the top of the screen. Category, Fund Source, and FY data are shown for each cost.



Return

Figure 40. Update Center CIPP

Buttons

Add Cost: Add a new cost to this CIPP

Modify: Modify the Category, Fund Source, or fund amount of this cost for a given

FY on this row

Remove: Permanently remove this cost **Return:** Return to the previous screen

4.0 APPLICATION ADMINISTRATOR

The Application Administration menu enables the Application Administrator to manage the following system components:

- Missions/programs
- Fund Sources
- Categories
- System Fiscal Year
- Center Portfolios
- Map Page
- System Access report
- Users
- Site map

The Application Administrator also has access to Center data and has the capability to function as a Center Master Planner.

The Application Administration menu is shown in Figure 41.



Figure 41. Application Administration Menu

4.1 INTRODUCTION TEXT

For users with the role and privileges of Application Administrator, MPS opens on the Introduction Text management screen, shown below.

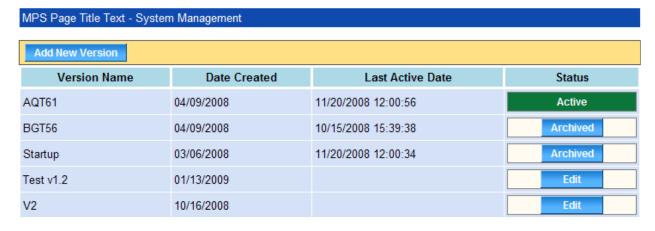


Figure 42. Title Page Text Management

On this screen the Application Administrator can add, edit, activate, or archive versions of the MPS Front Page, Program Page Introduction, Approved Project Introduction, CIPP Introduction, and Real Property Introduction text.

Buttons

Add New Version: Add a new version of the introduction text.

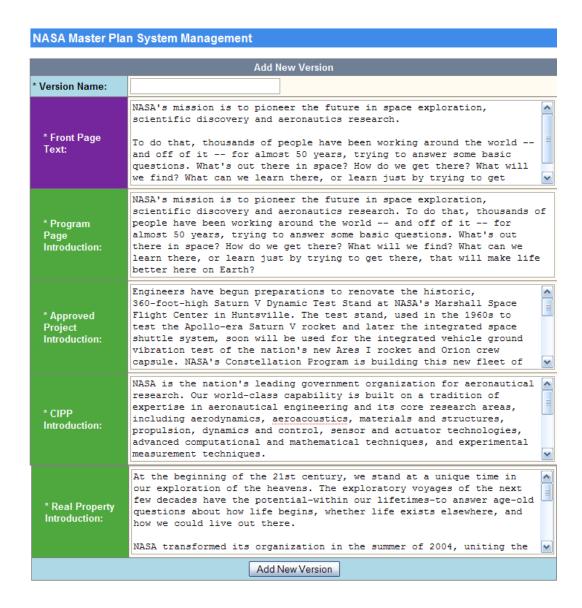
Active: Indicates the Active Version; if an archived version is activated, this button automatically changes to Archived.

Archived: View archived versions of introductory text, with the option to reactivate. **Edit:** View and edit working versions of the introductory text.

Clicking the Add New Version button displays the current active version of the MPS Front Page, Program Page Introduction, Approved Project Introduction, CIPP Introduction, and Real Property Introduction texts, as shown in Figure 43. The user can modify any of the introduction and give the new version a name. All fields must have an entry on this screen. Clicking the Add Version button displays the new working version of the introductions on the screen shown in Figure 42 above. Clicking the Return button returns to the Title Page Management screen (Figure 42).

Clicking the Edit button by any working version displays that working version with edit capabilities in all fields. The revised working version can be activated by clicking the Activate button or simply saved by clicking the Update button on the Edit screen (not shown).

Clicking the Archived button displays the selected archived version of the introductory texts. The text can be edited and reactivated if desired.



* Required entry.

Return

Figure 43. Add New Version of Introductory Text

4.2 MISSIONS/PROGRAMS



Figure 44. Current Programs Management

On this screen the Application Administrator can add and edit the mission current programs that appear in the Center Portfolios and change the display order of the missions.

Buttons

Add Mission: Add a new mission. Mission Name and Description are required entries.

Reset Order: Enter the desired order number and press to reset mission display order. Display order can also be set on the program edit screen (see below).

Clicking on a mission opens the program edit screen for that mission, as shown in Figure 45.

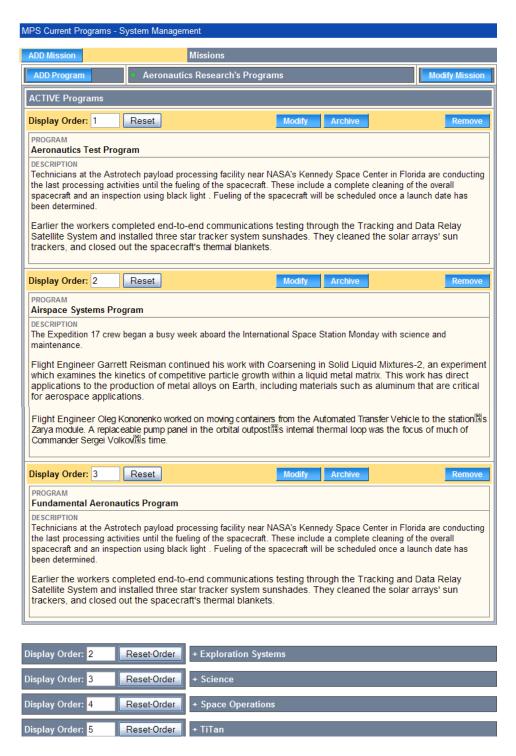


Figure 45. Current Program Edit Screen

Buttons

Add Mission: Add a new mission. Mission Name and Description are required entries.

Modify Mission: Modify the text of the currently selected mission. **Add Program:** Add a program to the currently selected mission.

Modify: Edit the currently selected program

Archive: Change the status of the active program (shown below the button) to

Archived. Archived programs are not displayed.

Remove: Permanently remove the selected program from the system.

4.3 FUND SOURCE

The Application Administrator enters fund source information which is used by Center Master Planners. The Application Administrator can add, modify, and remove fund sources.

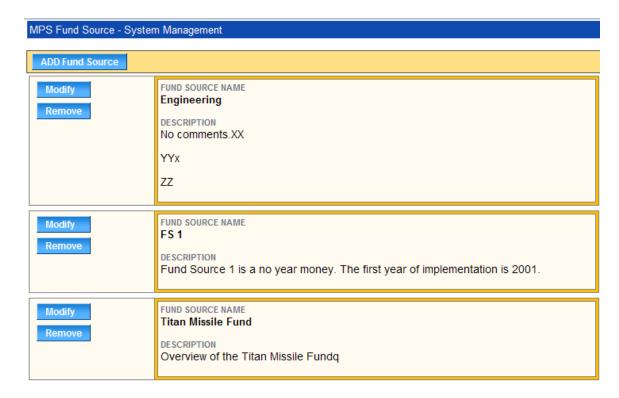


Figure 46. Fund Source Management

4.4 CATEGORY

Application Administrators maintain the CIPP Category information on the Project/CIPP Category Management screen, shown in Figure 47. The Application Administrator can add, modify, and remove CIPP categories, which are used by Center Master Planners.

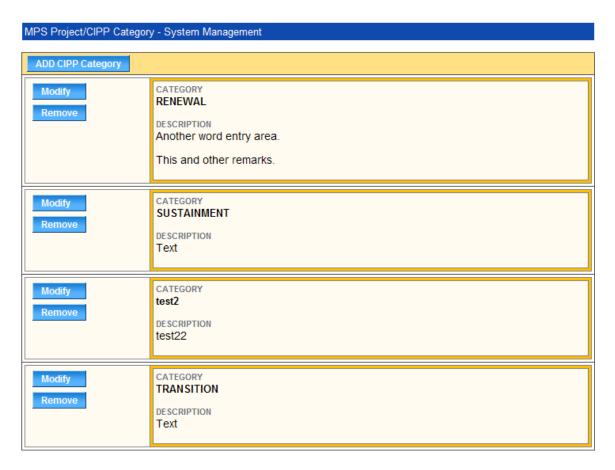


Figure 47. CIPP Category Management

When adding a category, a category name and description are required.

4.5 SYSTEM FISCAL YEAR

The MPS Application Administrator sets the system fiscal year and enters the project completion year on the Fiscal Year Management screen, shown below.

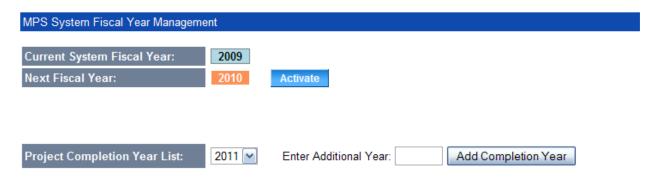


Figure 48. Fiscal Year Management

4.6 CENTER PORTFOLIO

The Individual Center/facility portfolios are maintained as described in Section 3 of this UOG.

4.7 MAP PAGE

When the logged in user is an Application Administrator, clicking on a red dot on the Map Page displays the Center/facility portfolio introduction page, as described in Section 3.1.



Figure 49. Map Page

4.8 SYSTEM ACCESS REPORT

The System Access Report shows a record of system access for the selected date range by Date, by User, and by Center.

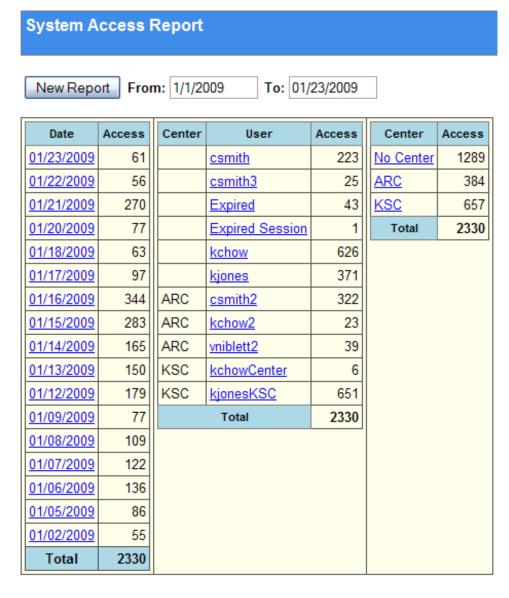


Figure 50. System Access Report

4.9 USER MANAGEMENT

The User Management screen provides a record of all users who have been granted access to the system, and provides the means for the application administrator to add, modify, and archive users.



Figure 51. User Management

Clicking the Modify button displays the user data screen, with all fields accepting changes. Clicking the Remove button permanently deletes the user from the system, with no warning message. The Add New User button displays the Add New User screen, shown in Figure 52.



Figure 52. Add New User

The Application Administrator completes the fields as appropriate, and assigns the User Type and the Center (the Center selection applies for Center Master Planners only). The password assigned by the Application Administrator is temporary and

works for the initial log in only. At the first log in, the user is prompted to create a new password.

4.10 SITE MAP

The MPS site map is shown below.

Site Map - FY 2009 NASA Master Plan System Management

NASA Portfolio	Ames Research Center	Dryden Flight Research	Glenn Research Center
Introduction Text	Portfolio	Center Portfolio	Portfolio
Mission/Programs	ARC Page Introduction Text	DFRC Page Introduction Text	GRC Page Introduction Text
Fund Source	Capability	Capability	Capability
Category	Opportunity	Opportunity	Opportunity
System Fiscal Year	Constraint	Constraint	Constraint
Center Portfolio	Current Programs	Current Programs	Current Programs
Map Page	Master Plan & ADP	Master Plan & ADP	Master Plan & ADP
System Access Report	Projects	Projects	Projects
User Management	CIPP	CIPP	CIPP
Master Plan System			
Goddard Space Flight Center	Jet Propulsion Lab Portfolio	Johnson Space Center	Kennedy Space Center
Portfolio	JPL Page Introduction Text	Portfolio	Portfolio
GSFC Page Introduction Text	Capability	JSC Page Introduction Text	KSC Page Introduction Text
Capability	Opportunity	Capability	Capability
0t:t	opportunity .	One and with	On a set weiter

Goddard Space Flight Center Portfolio	Jet Propulsion Lab Portfolio	Johnson Space Center	Kennedy Space Center
	JPL Page Introduction Text	Portfolio	Portfolio
GSFC Page Introduction Text	Capability	JSC Page Introduction Text	KSC Page Introduction Text
Capability	Opportunity	Capability	Capability
Opportunity	Constraint	Opportunity	Opportunity
Constraint	Current Programs	Constraint	Constraint
Current Programs	Master Plan & ADP	Current Programs	Current Programs
Master Plan & ADP	Projects	Master Plan & ADP	Master Plan & ADP
Projects	CIPP	Projects	Projects
CIPP		CIPP	CIPP

Langley Research Center Portfolio	Michoud Assembly Facility (MSFC) Portfolio	Marshall Space Flight Center Portfolio	Stennis Space Center Portfolio
LaRC Page Introduction Text	MAF Page Introduction Text	MSFC Page Introduction Text	SSC Page Introduction Text
Capability	Capability	Capability	Capability
Opportunity	Opportunity	Opportunity	Opportunity
Constraint	Constraint	Constraint	Constraint
Current Programs	Current Programs	Current Programs	Current Programs
Master Plan & ADP	Master Plan & ADP	Master Plan & ADP	Master Plan & ADP
Projects	Projects	Projects	Projects
CIPP	CIPP	CIPP	CIPP

Wallops Flight Facility (GSFC) Portfolio	White Sands Test Facility (JSC) Portfolio	
WFF Page Introduction Text	WSTF Page Introduction Text	
Capability	Capability	
Opportunity	Opportunity	
Constraint	Constraint	
Current Programs	Current Programs	
Master Plan & ADP	Master Plan & ADP	
Projects	Projects	
CIPP	CIPP	

Home

Figure 53. Site Map